

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Fleet Dispatcher**

**Class Code: 80521**

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### **A. Purpose:**

Schedules use and maintenance of vehicles on a college or university campus and receives incoming freight for the campus.

### **B. Distinguishing Feature:**

The Fleet Dispatcher schedules vehicles to be used by campus personnel, performs minor maintenance on vehicles, and receives and delivers freight on campus.

The Transportation Coordinator schedules maintenance for and assigns state-owned vehicles to drivers or departments other than on college or university campuses.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Schedules the use of vehicles to ensure the most efficient use of all vehicles.
  - a. Receives the travel request.
  - b. Assigns the most appropriate vehicle.
2. Receives and documents freight for the campus to ensure all freight is accounted for.
  - a. Determines to which department freight is delivered.
  - b. Delivers freight to the correct office or department on campus.
3. Performs minor maintenance and service on vehicles to ensure each vehicle is in good operating condition.
  - a. Changes oil.
  - b. Changes tires.
  - c. Makes minor adjustments.
4. Determines mileage and charges for use of vehicles to ensure an accurate accounting of miles driven.
  - a. Reads the odometer.
  - b. Calculates the charges.
5. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to office manager. Does not supervise.

### **E. Challenges and Problems:**

Challenged to work out the most efficient schedule for use of the fleet.

Typical problems include keeping abreast of the constantly changing regulations of the various freight companies; determining the most efficient and economical way to ship freight from the campus.

## **F. Decision-making Authority:**

Decisions made include minor purchases of parts and supplies for repair and maintenance of vehicles, when and how to schedule the use of vehicles, when to deliver freight to departments, and what is the most efficient and economical way to ship freight from the campus.

Decisions referred include priorities for vehicle scheduling, and vehicle repair, purchase, and preparation for sale.

## **G. Contact with Others:**

Daily contact with the supervisor to receive oral instructions, and daily contact with campus personnel concerning the reservation of vehicles.

## **H. Working Conditions:**

Typical office environment 60% of the time and 40% on the freight dock, in the fleet parking lot and delivering to various buildings on campus. The incumbent must lift or move heavy freight packages up to 70 pounds on a regular basis.

## **I. Knowledge, Skills and Abilities:**

Knowledge of:

- basic owner maintenance operations for automobiles, pickups, and trucks;
- contract insurance program for state vehicles;
- procedures and practices of scheduling vehicles for maintenance and repair;
- customer service techniques and practices.

Ability to:

- perform standard vehicle operator level maintenance;
- operate the vehicles assigned to the fleet;
- maintain records and file information for easy retrieval;
- compare information and recognize discrepancies;
- lift 70 pounds;
- organize, schedule, and dispatch fleet vehicles.